

ARIZONA DEPARTMENT OF EDUCATION

Jaime A. Molera
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 02-043

TO: Districts/Charter Business Officials

FROM: Marcie K. Celaya
Director of School Finance

DATE: April 5, 2002

SUBJECT: Absence Approval Request

If your district is placed on adjusted ADM (Average Daily Membership) due to excessive absences you may apply to the Arizona Department of Education for approval of certain absences (ARS § 15-902 A & B). Your district must reflect an Adjusted ADM on the ADMS40-02 Report to apply for this absence approval. If approved for removal, these absences will be used in your ADM calculation resulting in an increased adjusted (ADJ) ADM but no more than your reported ADM on your ADMS40-02.

Only the following types of absences will be considered for approval:

- A) A period of 3 or more consecutive days resulting from except #4:**
 - 1. Widespread Illness**
 - 2. Adverse Weather Conditions**
 - 3. Concerted Refusal to Attend Class**
 - 4. Threats of violence against school property, school personnel or students for any period of one day or more (Including events surrounding September 11, 2001)**
- B) One or more consecutive days of absence for students who are served under a chronic illness policy adopted by your district's governing board in accordance with ARS §15-346**

It is not mandatory for a school district to submit a request for Absence Approvals, but if your district is required to utilize an adjusted ADM it may be to your advantage to submit Absence Approval(s). To be included in the final ADM report all Absence Approvals Requests **are due**

on April 15, 2002. Please remember that no Absence Approvals will be processed without the Governing Board Certification and signatures.

Superintendent Business Managers,
Principals and Attendance Officials

March 25, 2002

Late reports will only be processed as time allows and may not be included in the reports sent to you for budget preparation. If you submit forms that are incomplete, incorrect, or the Board Certification is not properly executed, the Absence Approval Request(s) will be returned to the district for correction.

If you need additional forms, please feel free to duplicate them. These forms should be mailed to

Arizona Department of Education
School Finance Bin 13
1535 W. Jefferson
Phoenix, AZ 85007

If you have any questions, please do not hesitate to contact:

School Districts Raymond Guadian (602) 542-8797

Charter Schools Rose Whelihan (602) 542-8240